

*RMS Copy*

CONFIDENTIAL

Case file; ORR

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800240005-1

Assistant for Special Projects, ORR

18 January 1961

Chief, Records Management Staff

Request for Shelf Filing

1. At your request, [ ] of this office surveyed the files of the Publications Staff to determine the feasibility of transferring their files from 4-drawer Safes to Shelf Files, upon move to a Vault area in the New Building.

25X1

2. It has been determined that the type, volume of records, size of folders and maintenance requirements of these files are not conducive to shelf filing.

3. It is therefore recommended that a requisition for five 5-drawer, legal size metal file cabinets be ordered for delivery to the New Building.

4. This transfer will result in the use of cabinets costing \$350. and the return to the Warehouse of safes costing \$2,628.

5. The attached floor plan and recommended substitution meets with the approval of [ ]

25X1

25X1

Attachment

Distribution:

Orig & 1 - [ ]

1 - [ ]

1 - [ ]

*(has attachment)*

Mgt/S/RMS/RDB/GJKANE:fms (18 Jan '61)

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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT